

**BY ORDER OF THE  
COMMANDER**

**AFOATS INSTRUCTION 23-101  
1 February 1999**



**Supply**

**\*AIR FORCE JUNIOR ROTC SUPPLY AND SERVICES PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

This instruction establishes policies and prescribes supply procedures for Air Force Junior ROTC units, area managers, and region commanders. It also supplements procedures prescribed in other USAF directives. Submit recommendations for improvement of supply procedures in this instruction to HQ AFOATS/SDL, Maxwell AFB AL 36112-6106.

**SUMMARY OF REVISIONS.**

This document is substantially revised and must be completely reviewed.

**Paragraph**

**Chapter 1 - General Information**

Purpose .....	1.1
Scope .....	1.2
Responsibility .....	1.3
Definitions .....	1.4
References .....	1.5
Forms .....	1.6

**Chapter 2 - Property Responsibilities**

Institutional Responsibilities .....	2.1
Official Records .....	2.2

**Chapter 3 - Equipment and Supplies Management**

Concept .....	3.1
Education Custodian Responsibilities .....	3.2
Equipment Accounts .....	3.3
Equipment Allowances .....	3.4
Equipment Accountability .....	3.5
Equipment Custodian File .....	3.6
Equipment Maintenance .....	3.7
Demilitarized Weapons .....	3.8
Demilitarized Weapon Storage .....	3.9
Demilitarized Weapon Acquisition Procedures .....	3.10
Demilitarized Weapon Local Issue and Inventory Controls .....	3.11
Relief from Liability and Accountability .....	3.12
Supplies .....	3.13
Computer Equipment .....	3.14

*Paragraph***Chapter 4 - Uniforms****Section A - Uniform Procurement**

Scope .....	4.1
Uniform Allowances .....	4.2
Obtaining Uniform Items .....	4.3
Exchange of Uniform Items Between Units .....	4.4
Steps for Computing Uniform Requirement and Excesses .....	4.5
Management Report .....	4.6
Special Sized Clothing .....	4.7
Shoe and Boot Requirements .....	4.8

**Section B - Accounting Procedures**

Uniform Accounting Policy .....	4.9
Excess Uniform Shipments .....	4.10
Unserviceable Uniform Disposition .....	4.11

**Section C - Inventory Procedures**

Annual Inventory .....	4.12
Relief from Responsibility for Air Force Uniform .....	4.13
MPC Transfer .....	4.14

**Section D - Issue and Turn-In Instructions**

Issue and Turn-In of Clothing and Insignia .....	4.15
Recovering Cadet Uniforms .....	4.16

**Chapter 5 - Storage Facilities**

General .....	5.1
---------------	-----

**Chapter 6 - Donation of Surplus Personal Property**

General .....	6.1
---------------	-----

**Forms Prescribed**

Standard Form 702 .....	3.9
Air Force Form 2005, Issue/Turn in Request .....	3.10.1
Air Force Form 2009-1, Manual Supply Accounting Record .....	4.5.2
DD Form 1348-1, DoD Single Line Item Release/Receipt Document .....	4.6.1
Air Force Form 115a, Register of Control Numbers .....	4.10.2
DD Form 1149, Requisition and Invoice/Shipping Document .....	4.11
AFROTC Form 656d, AFROTC Annual Uniform Inventory Report .....	4.13.2
Air Force Form 85, Inventory Adjustment Voucher .....	4.14.1
DD Form 1131, Cash Collection Voucher .....	4.14.2.1
DD Form 200, Financial Liability Investigation of Property Loss .....	4.14.2.2

*Page***Figure**

3.1. Sample Request to Order Demilitarized Weapons .....	6
--	---

**Attachments**

1. Sample MPC Designation/Property Transfer Letter .....	13
2. Sample Male/Female Uniform Issue Receipt .....	14
3. Authorized Equipment and Supplies .....	15
4. AFJROTC Cadet Uniform Allowances .....	17
5. Sample DD Form 1348-1A, Issue Release/Receipt Document .....	18
6. AFJROTC Ribbons and Accessories .....	19
7. Sample Male Shoe Issue Document .....	20
8. Sample AF Form 2009-1, Manual Supply Accounting Record .....	21
9. Sample AF Form 115a, Register of Control Numbers .....	23
10. Sample DD Form 1149, Requisition and Invoice/Shipping Document .....	24
11. Sample AFROTC Form 656d, AFJROTC Annual Uniform Inventory Report .....	25

12. Sample AF Form 85, Inventory Adjustment Voucher .....	26
13. Sample DD Form 1131, Cash Collection Voucher .....	27

## Chapter 1

### GENERAL INFORMATION

**1.1. Purpose.** This instruction prescribes procedures Air Force Junior ROTC (AFJROTC) units will follow in obtaining supply support.

**1.2. Scope.** The procedures become effective upon publication and apply to all AFJROTC units, area managers, and region commanders.

**1.3. Responsibility.** Headquarters AFOATS, Support Division, Logistics Branch (HQ AFOATS/SDL), is the office of primary responsibility.

**1.4. Definitions.** The following definitions and abbreviations apply:

1.4.1. Air Force Junior ROTC (AFJROTC) Unit. An organization of AFJROTC students and instructors at one secondary school.

1.4.2. Area Manager. An individual designated by the region commander, normally the regional director of admissions (RDA), to monitor, advise, and ensure compliance with contractual agreements.

1.4.3. Customer Service Unit. The customer service unit of base supply is the contact point for help with supply problems.

1.4.4. Equipment Authorization Inventory Data (EAID). A record of nonexpendable equipment accounted for by the chief of supply.

1.4.5. Institutional Official. The institutional official referred to in this instruction is normally the principal of the school, but could be anyone designated as such by the school system.

1.4.6. Military Property Custodian (MPC). An agent of the educational institution authorized to requisition, receive, store, issue, account for, and otherwise perform administrative matters required for use of Air Force property furnished to the institution for AFJROTC activities. Construe references in other directives indicating "equipment custodian," "property custodian," or "supply officer" to mean "MPC" for AFJROTC units.

1.4.7. Tariff Items. Those sizes of clothing stocked by the Depot. Sizes not stocked are considered nontariff and are the sizes which must be ordered in accordance with Chapter 4, para 4.8.

1.4.8. DRMO. Defense Reutilization & Marketing Office.

1.4.9. DFAS. Defense Finance & Accounting Services.

1.4.10. ASCOT. Automated System for Cataloging and Ordering Textiles.

**1.5. References.** AFJROTC units will maintain the following publications, with host base supplements, for supply administration. Obtain one copy of each from the support base Publishing Distribution Office (PDO) using support base requisitioning procedures, with the exception of AFJROTC instructions which are provided by HQ AFROTC.

1.5.1. Air Force Regulations:

- AFM 23-110, Vol II, Part 13, Chap 8, *Standard Base Supply Customer's Procedures*.
- AFM 23-220, *Reports of Survey for Air Force Property*.

1.5.2. Air Force ROTC Instruction:

- AFROTCI 36-2001, *AFJROTC Uniforms and Insignia*.

1.5.3. AFOATS Instruction:

- AFOATSI 65-103, *Financial Management Air Force Junior ROTC Program*.

**1.6. Forms.** The following forms are required by the unit to administer unit supply activity. The quantity following each form is the approximate quantity that should be obtained. Additional forms may be requested from the support base Publishing Distribution Office as required or electronic media if available.

1.6.1. Air Force Forms:

- AF Form 85, Inventory Adjustment Voucher - one pad.
- AF Form 115a, Register of Control Numbers - five copies.
- AF Form 126, Custodian Request Log - two copies.
- AF Form 601, Equipment Action Request - five sets.
- AF Form 2005, Issue/Turn In Request - one pad.
- AF Form 2009-1, Manual Supply Accounting Record - 50 copies.

1.6.2. DD Forms:

- DD Form 200, Financial Liability Investigation of Property Loss - two copies.
- DD Form 1131, Cash Collection Voucher - 20 copies.
- DD Form 1149, Requisition and Invoice/Shipping Document - one pad.
- DD Form 1348-1 (4-part), DoD Single Line Item Release/Receipt Document - 20 sets.

1.6.3. AFROTC Forms:

- AFROTC Form 656d, AFJROTC Annual Uniform Inventory Report - 5 copies.

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## Chapter 2

### PROPERTY RESPONSIBILITY

#### 2.1. Institutional Responsibilities.

2.1.1. It is AFOATS policy that institutions participating in the AFJROTC program have pecuniary liability to make good the loss, damage, or destruction of Air Force-provided uniforms or equipment caused by the institution's mal-administration, unauthorized issue, willful misconduct, deliberate unauthorized use, or negligence in the use, care, custody, or safeguarding of such property. Property relief procedures for lost, damaged, or destroyed Air Force property are contained in AFM 23-220, Reports of Survey for Air Force Property. Also see paragraph 4.13.2.2 of this instruction. Notify your support base equipment management section of base supply immediately upon discovery of loss, damage, or destruction of EAID equipment.

2.1.2. The institution will furnish adequate facilities for storage and issue of all United States Air Force property provided for the AFJROTC program. Minimum facility specifications are contained in chapter 5.

2.1.3. The institutional official will notify the area manager, by letter, of the name of the individual designated as unit MPC within 15 days after the designation (see attachment 1). The MPC will maintain a copy of the letter. When a new MPC is designated, the institution will accomplish required actions pertaining to transfer of property responsibility (paragraph 4.14) prior to the departure of the relinquishing MPC. In some cases, the Senior Aerospace Science Instructor (SASI) or an institutional official may be required to assume the MPC duties on an interim basis. When forwarding the new MPC Designation/Transfer Letter, attach a copy of the inventory. When warranted, also attach inventory adjustment vouchers, cash collection vouchers, or reports of survey to the MPC Designation/Transfer Letter.

2.1.4. The MPC will establish procedures and controls which will ensure that all United States Air Force property used in the AFJROTC program is properly requisitioned, issued, accounted for, and safeguarded in accordance with procedures in this instruction.

2.1.5. Each cadet will acknowledge receipt of uniforms by signing and dating an issue receipt (see attachment 2 for a sample issue receipt).

**2.2. Official Records.** Upon deactivation of a unit, all Air Force-owned equipment and uniforms must be accounted for, including property donated as surplus personal property to units designated as Service Educational Activities (SEA). Units will mail copies of all records relating to equipment, supplies, and uniforms to HQ AFOATS/SDL no later than 120 days prior to scheduled deactivation.

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## Chapter 3

### EQUIPMENT AND SUPPLIES MANAGEMENT

**3.1. Concept.** This chapter provides guidance for obtaining and managing EAID equipment and supplies. Host support base procedures which conflict with guidance in this chapter take precedence over these instructions.

**3.2. Equipment Custodian Responsibilities.** The institutional official will forward a letter to the equipment management section of base supply, appointing an individual to act as the equipment custodian. The equipment custodian will maintain a copy of the letter in the equipment custodian file. The custodian will:

3.2.1. Obtain thorough training from the host base supply upon assumption of duties. Place a certificate of training in the files to document such training. If a certificate of training is not issued, place a written memorandum in the files.

3.2.2. Assume responsibility for Air Force equipment issued to the unit.

3.2.3. Label all Air Force equipment listed on the Custodian Authorization/Custody Receipt Listing (CA/CRL) so that the national stock number, detail number, and nomenclature are clearly legible. New labels are furnished by the support base supply for each item on the CA/CRL, if requested.

3.2.4. Comply with procedures contained in AFM 23-110, Vol II, part 13, and any other local equipment procedures specified by the support base supply.

**3.3. Equipment Accounts.** Units requiring equipment accounts will contact the host base supply records section for forms to establish the account. Contact HQ AFOATS/SDLJ for help on completing the forms if required.

**3.4. Equipment Allowances.**

3.4.1. See attachment 3 for equipment and supplies authorized each unit. Units will either be furnished funds from DFAS to locally procure items or will request them by letter from HQ AFOATS/SDLJ. The school should furnish office and classroom equipment and supplies on the same basis as other departments in the school.

**3.5. Equipment Accountability.** Equipment accountability procedures are contained in AFM 23-110, Vol II, Part 13, Chap 8. This also contains procedures for transfer of the equipment to a new custodian.

**3.6. Equipment Custodian File.** The equipment custodian must maintain the equipment custodian file (to include all applicable documents and listings) according to the format and procedures outlined in AFM 23-110, Vol II, Part 13, Chap 8, Section F.

**3.7. Equipment Maintenance.** Follow procedures in AFOATSI 65-103, paragraph 17.3.

**3.8. Demilitarized Weapons.**

3.8.1. AS 706B, Air Force Reserve Officer Training Corps, authorizes demilitarized rifles for AFJROTC units. Units desiring to obtain these weapons must provide a secure storage area as required by this instruction. Specific storage and acquisition procedures are contained in paragraphs 3.9 and 3.10.

3.8.2. Ownership of the weapons will remain with the United States Air Force and must be controlled as other equipment appearing on the unit CA/CRL.

### 3.10. Demilitarized Weapon Acquisition Procedures.

### Figure 3.1. Sample Request to Order Demilitarized Weapons

Signature, SASI

3.10.3. Issued rifles which do not meet the specifications cited in paragraph 3.10.2 should be returned to base supply if the support base does not have the capability to perform the required actions to "safe" the rifle. The base supply inspection

section should be instructed to notify the Robins Air Logistics Center/MMICB, Robins AFB GA, by military standard requisitioning and issue procedures, weapon serial number, and manufacturer that demilitarization action for drill purposes did not meet the requirements of DOD Manual 4160.21-M-1, appendix 6.

### **3.11. Demilitarized Weapon Local Issue and Inventory Controls.**

3.11.1. Maintain a record of the manufacturer and serial number of each demilitarized weapon and file it in the unit equipment custodian file under "TAB B: Information File."

3.11.2. The SASI will establish local issue procedures for cadet drill demilitarized rifles at all times. The rifles must be returned to unit storage daily unless overnight trips are involved. When transported, rifles may not be openly displayed.

3.11.3. Annually in October, the military property custodian will conduct an inventory of the demilitarized rifles and document this in a memorandum for record to be filed in the custodian file. The manufacturer and serial number record discussed in paragraph 3.11.1 is useful in completing this inventory.

3.11.4. If inventory discrepancies are detected, either in the annual inventory or the weekly security check, the CA/CRL must be adjusted according to paragraph 3.12.

**3.12. Relief from Liability and Accountability.** Equipment losses must be immediately reported to the base supply equipment management section. This section will provide instructions for obtaining relief and proper adjustment for all lost or destroyed equipment. Refer to AFM 23-110, Volume II, Part 13, and AFM 23-220 for further guidance.

**3.13. Supplies.** Expendable administrative supplies are furnished by the host school. AFJROTC units are not authorized to use their support base service store for procurement of administrative supplies.

**3.14. Computer Equipment.** Computer equipment is not funded or controlled by HQ AFOATS/SDL. All questions will be referred to HQ AFROTC/DOJO.

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## **Chapter 4**

### **UNIFORMS**

#### ***Section A - Uniform Procurement***

**4.1. Scope.** This chapter contains procedures for obtaining and controlling AFJROTC cadet uniforms.

#### **4.2. Uniform Allowances.**

4.2.1. Clothing. AS 016, Special Purpose Clothing and Personal Equipment, part D, section D, contains cadet clothing allowances. These allowances also appear at attachment 4. Units are authorized uniform allowances equal to the actual cadet enrollment (or pre-enrolled for the next academic year) plus 30 percent for sizing and exchanges if funds are available. Allowance over the 30 percent may be waived by HQ AFOATS/SDL on a case-by-case basis. Issue of the 30 percent overage to color guard or drill team members is permitted if needed.

4.2.2. Insignia. Insignia allowances are contained in AS 016, preface, paragraph 2b. The Basis of Issue for cadets is: Officers are authorized 1 regular size cloth and 2 regular size metal per individual, Enlisted are authorized 4 regular size metal. Additionally, each cadet is authorized 1 Garrison Cap insignia, 1 branch insignia, and 4 shoulder sleeve insignia.

#### **4.3. Obtaining Uniform Items.**

4.3.1. New Units. HQ AFOATS/SDL will provide new units with instructions on ordering initial uniforms.

4.3.2. Annual Uniform Requirements. Funds for uniforms are allotted to units by fiscal year. Units will not order uniforms until HQ AFOATS/SDL gives them a fiscal year funding allowance. A letter will be sent to each unit at the beginning of the fiscal year. Units may then order under the ASCOT program. Each unit will be furnished a package explaining the

procedures. Units will order only items listed in the Air Force Junior ROTC Market Basket on the ASCOT program and only the authorized amount for cadets listed at paragraph 4.2.2 and attachment 4. Units will not exceed the funding allowance given each fiscal year. If emergency or additional funds are required, contact HQ AFOATS/SDL.

4.3.3. Badges. Request the Flight Solo, Flight Certificate, Model Rocketry, and Ground School badges from HQ AFOATS/SDL by submitting an email or letter stating the number desired and cadets have met all requirements to be awarded a badge. Requests must arrive at HQ AFOATS/SDL at least 2 weeks before date of presentation. Do not request extra badges for stock.

**4.4. Exchange of Uniform Items Between Units.** Units may ship excess uniform items to other JROTC units provided proper procedures are followed. See paragraph 4.10. A copy of DD Form 1149, **Requisition and Invoice Shipping Document**, will be sent to HQ AFOATS/SDLJ.

#### **4.5. Steps for Computing Uniform Requirements and Excesses.**

4.5.1. Salvage unserviceable assets and post salvaged items off accountable records. In determining what to salvage, use the following “rule of thumb.” If you would not wear the uniform or would not want to receive this item from another unit, it should be salvaged. See paragraph 4.11 for disposition instructions.

4.5.2. Inventory all items which require an AF Form 2009-1, **Manual Supply Accounting Record** (see paragraph 4.12 for items). In the count include all uniforms, purchased with AFJROTC funds, issued to cadets and in storage.

4.5.3. Obtain projected enrollment figures for the coming school year.

4.5.4. Establish a unit tariff size distribution for projected enrollment. **NOTE:** Previous year requirements may provide sizing distribution information. If funds are available, order an additional 30 percent of forecasted enrollment for sizing, ordering the sizes most frequently issued.

4.5.5. Compare the inventory with requirements, matching available assets to anticipated requirements. Order requirements which exceed on-hand balances.

4.5.6. The number of uniforms exceeding anticipated requirements represents excess. Units may report excess items to HQ AFOATS/SDL for redistribution to other units if they are new. Coats may be reported if they are in a “like new” condition. Do not report any salvageable items as excess. Report excess on a list with the quantity excess, nomenclature, and size. When HQ AFOATS/SDL directs a unit to ship, use procedures in paragraph 4.10 below.

4.5.7. Be sure to include requirements for all unaccountable uniform items, such as ribbons and insignia, not maintained on an AF Form 2009-1.

4.5.8. All shortages or overages of accountable items listed in paragraph 4.12 must be adjusted as required by paragraph 4.13.

#### **4.6. Management Report.**

4.6.1. Clothing Suspense and Receipt Documents. Print out and maintain copies of each uniform order placed on the ASCOT system. These are your suspense copies for items you have on order. When items are received, there will be a DD Form 1348-1A, **Issue Release/Receipt Document** or a Materiel Release Listing in the package. These documents must be maintained for 6 years and 3 months.

#### **4.7. Special Sized Clothing.**

4.7.1. Refer to the new training package for instructions under the automated system.

4.7.2. If a cadet requires a special size shoe, the unit must obtain approval from HQ AFOATS/SDL. Submit the shoe size, cost, and cadet’s name, and wait for approval before buying the shoes. HQ AFROTC/DOJ will give the final approval for DFAS to cut a check for the custodian to procure these shoes.

**4.8. Shoe and Boot Requirements.** Shoe and boot requirements are ordered through the ASCOT program.



4.8.1. Only one pair of shoes per cadet is authorized. Normally, the Air Force will not replace shoes during the academic year. If replacement is required, the cadet will bear the cost unless the issued shoes were defective or extenuating circumstances exist. A replacement pair may be issued the next year if the original shoes have become unserviceable or if the size no longer fits.

4.8.2. Post all shoes issued to cadets to the applicable AF Form 2009-1 in a single entry. The MPC will back up the entry on the AF Form 2009-1 by requiring cadets to receipt for shoes on a consolidated shoe issue document (see attachment 7). Separate shoe issue documents are required for male and female shoes. After all shoes are issued, assign a control number to the document, add quantity issued, post to the AF Form 2009-1 as an issue (ISU), and file the issue document in the document file.

4.8.3. If a cadet withdraws from the program within 30 academic days after issue of shoes, the cadet will return them along with other uniform items. Reflect shoes returned within 30 academic days after issue on the AF Form 2009-1 as an unserviceable turn-in. Dispose of unserviceable shoes according to paragraph 4.11. A cadet withdrawing after 30 days may retain the shoes issued, and no turn-in action is required.

4.8.4. Medical directives prohibit the reissue of shoes; however, MPCs should encourage those cadets returning the next academic year to retain their shoes for use during the next school year when possible.

4.8.5. Units are authorized a maximum of 24 pair of combat boots for color guard or drill team members. When a member who was issued a pair of boots leaves the team, a pair of replacement boots may be ordered. Order boots through the ASCOT program. Boots are controlled items and must be maintained on an AF Form 2009-1. Have cadets receipt for boots on a consolidated issue document as listed in paragraph 4.9.2 below.

### ***Section B - Accounting Procedures***

**4.9. Uniform Accounting Policy.** Items reflected in paragraph 4.12 are controlled and are to be accounted for and subject to audit procedures in this section. Units may maintain informal records for noncontrolled items.

4.9.1. Accounting Forms. Maintain an AF Form 2009-1 for each different controlled uniform item. Prepare only one AF Form 2009-1 for a sized uniform citing the stock number of the smallest size. EXAMPLE: If the unit has 90 male coats on hand, do not establish a record for each size; enter smallest size. See attachment 11 for format and additional preparation instructions.

4.9.2. Register of Control Numbers. Establish an AF Form 115a, **Register of Control Numbers**, at the beginning of each fiscal year and use it only for uniform transactions. Assign each separate transaction a control number and enter it on the AF Form 115a. See attachment 9 for a sample AF Form 115a entry explanation. When ordering uniform items under ASCOT, use the julian date of order in lieu of a document number.

4.9.3. Document File. Establish a document file by each fiscal year. File all uniform supporting documents by control number sequence. Maintain these files for a period of 6 years and 3 months. Maintain a copy of the current MPC Designation/Transfer Letter in this file also.

**4.10. Excess Uniform Shipments.** Uniforms that are declared excess must be new and clean when shipped (see paragraph 4.5.6 for exceptions). Record excess uniform shipments on a DD Form 1149, **Requisition and Invoice/Shipping Document**. Each shipment must be posted to the property records (AF Forms 2009-1). Units requiring packing material may purchase such items locally and claim reimbursement according to AFOATSI 65-103. When units are directed to ship excess uniforms and they cannot completely fill the request, the shipping unit must notify the receiving unit by telephone, letter, or other means.

4.10.1. If redistributed items are not received within 30 days from notification date of shipment, the receiving unit must follow up with shipping unit. When redistribution shipments are received, forward a signed copy of the DD Form 1149 to the shipping unit.

4.10.2. Directed shipments are handled by one of the following steps:

4.10.2.1. Pack and use the unit's postage stamps to mail the items.

4.10.2.2. Carry items to your host base transportation section. The unit will prepare a DD Form 1149 and obtain a fund cite from HQ AFOATS/SDL to place on the shipping document.

4.10.2.3. Mail by United Parcel Service. Let the school pay shipping costs and the unit file for reimbursement from HQ AFROTC/DOJ. This type shipment must be coordinated with HQ AFOATS/SDL prior to mailing items.

**4.11. Unserviceable Uniform Disposition.** Turn items in to the nearest DRMO or base supply. Contact the customer service unit of the activity for their turn in procedures and required documents. Use the turn in document number to post accountable items off AF Form 2009-1.

### ***Section C - Inventory Procedures***

#### **4.12. Annual Inventory.**

4.12.1. The MPC will conduct a physical inventory in June for all controlled uniform items the unit stocks and issues. Items to be inventoried are:

##### **Male Uniforms**

Boots  
Coat, All Weather  
Coat, Service, Blue  
Jacket, Lt. Weight, Blue  
Shirt, Blue, L/S  
Shirt, Blue S/S  
Shoes, Dress, Black  
Trousers, Blue

##### **Female Uniforms**

Boots  
Coat, All Weather  
Coat, Service, Blue  
Jacket, Lt. Weight, Blue  
Shirt, Overblouse L/S  
Shirt, Overblouse S/S  
Shoes, Dress, Oxford, Black  
Skirt, Blue  
Slacks, Blue

4.12.2. Forward the annual inventory (RCS:ROT-LG(A)8401) to HQ AFOATS/SDL on an AFROTC Form 656d, **AFJROTC Annual Uniform Inventory Report**, as shown in attachment 11. Indicate the quantity shown in the balance columns of the AF Form 2009-1 and the actual quantity physically counted. The physical count must include quantities issued to cadets on custody receipts. This annual report must arrive at HQ AFOATS/SDL, 551 East Maxwell Blvd., Maxwell AFB AL 36112-6106, on or before 1 July. Send one copy to the area manager and maintain one copy on file. Ensure the report reflects quantities appearing on the AF Form 2009-1 prior to the recorded inventory.

**4.13. Relief from Responsibility for Air Force Uniforms.** Adjust all overages or shortages of controlled items by one of the following methods:

4.13.1. Prepare a letter certifying the inventory and AF Form 85, **Inventory Adjustment Voucher (IAV)**, in three copies by completing the appropriate blocks in the heading and listing the property over or short by stock number, item description, quantities over or short in applicable columns, unit cost, and total cost. List **ONLY** the items that are over or short on the IAV. The principal of the school will sign only the certifying signature block of the AF Form 85. The approving signature block of the AF Form 85 is reserved for the signature of the area manager or region commander. Justify each line that is adjusted (over or short) either on the AF Form 85 or in a special letter attached to the AF Form 85 (see attachment 12). Any documents supporting the overage or shortage are the major factors considered in determining whether to approve or disapprove the AF Form 85. Forward copies one and two of the AF Form 85 to the area manager for action. Retain copy three at the unit as a suspense copy. Do not send the AF Form 85 to HQ AFOATS/SDL with the annual uniform report. The area manager will maintain one copy and forward the original back to the unit after approval or disapproval. Maintain records related to inventory adjustments for 2 years.

4.13.2. Shortages of \$2,500 or less may be approved by the area manager. Region commanders approve shortages above \$2,500 up to \$10,000 in value. AFROTC/CV takes final action when losses exceed \$10,000, but do not exceed \$25,000. Any losses above these amounts require AETC/CC approval. Disapproval of the AF Form 85 by the area manager or region commander will require one of the following relief documents:

4.13.2.1. DD Form 1131, **Cash Collection Voucher (CCV)**. When pecuniary liability is admitted and voluntary reimbursement is made for lost, damaged, or destroyed uniforms, process such payments received to the support base on DD

Form 1131 within 60 days after the money is collected. Payments must be made by money order, cashier's check, personal or certified check, and made payable to the accounting and finance officer (name of support base). Do not accept cash. The payments and voucher may be mailed to the host base accounting and finance officer if delivery cannot be made (see attachment 13 for an example of a DD Form 1131). The control number used on this form should be the next available number from the AF Form 115a and the reduced quantities must be posted to the AF Form 2009-1. This is a single action document and does not require the additional preparation of an AF Form 85. Destroy records 2 years after initiation.

4.13.2.2. DD Form 200, **Financial Liability Investigation of Property Loss**. Any discrepancy that suggests fraud, theft, or negligence must be resolved through an investigation, normally a report of survey (ROS). The region commander will appoint an individual to conduct the ROS investigation according to AFM 23-220. The ROS must be submitted through the host base reports of survey monitor to the region commander for final approval. Forward a copy of the final report to HQ AFOATS/SDL. Destroy records 2 years after initiation.

**4.14. MPC Transfer.** The school must have an MPC at all times. If the ASI is the MPC and leaves prior to the hiring of a new ASI, the institution must appoint another school official (such as the SASI, vice principal, or other administrative official or teacher) to serve in this capacity. Forward the MPC Designation/Transfer Letter to the area manager (see paragraph 2.1.3). The following actions are required when there is a change in MPC:

4.14.1. The relinquishing and receiving MPC will accomplish a joint inventory immediately using an AFROTC Form 656d. The relinquishing MPC will adjust discrepancies such as shortages and overages as outlined in paragraph 4.17 prior to transfer of property responsibility.

#### ***Section D - Issue and Turn-in Instructions***

#### **4.15. Issue and Turn-In of Clothing and Insignia.**

4.15.1. Issue clothing and insignia to cadets as prescribed by this instruction and AFROTCI 36-2001, *AFJROTC Uniforms and Insignia*. Procedures must provide controls to ensure the return of items or payment.

4.15.2. Cadets will turn in clothing and insignia to the MPC at the end of each academic year. Under no circumstances are cadets permitted to retain uniform items during the summer months. Cadets enrolled in AFJROTC summer school or other AFJROTC sponsored activities may retain uniform items for the duration of these events.

**4.16. Recovering Cadet Uniforms.** In some cases, MPCs will encounter difficulties in recovering all cadet uniform items. The MPC and the institution must take all necessary, reasonable actions to recover issued uniform items. This process may be sensitive and should be handled with tact and diplomacy. As a minimum, the MPC should contact the cadet verbally or send a certified, return-receipt requested letter to the cadet requesting that the uniform items be returned. If the cadet does not reply, a similar certified, return-receipt letter should be sent to the cadet's parents. If the cadet's parents fail to respond to the second letter, refer the problem to the school principal who should use available administrative measures such as withholding grades, transcripts, or report cards to obtain the uniform items. If the principal is unable to obtain the uniform, process a special IAV (see paragraph 4.13). Attach copies of all applicable correspondence and a description of other administrative actions to the AF Form 85. Post the AF Form 85 to the applicable AF Form 2009-1.

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## **Chapter 5**

### **STORAGE FACILITIES**

**5.1. General.** AFJROTC equipment, clothing, and texts should be stored in a dry, heated, and ventilated area to ensure usability over an extended period. It is recommended uniforms be stored on clothes hanging racks, and other equipment/test items be stored in appropriate size bins or other containers. Units are also expected to take appropriate security measures for storage areas: windows barred or covered with heavy mesh screen, solid wood core or metal-clad hollow core doors, and use of heavy duty dead-bolt locks. The storage facility shall comprise of at least 400 square feet for 100 assigned cadets. As the size of the AFJROTC program increases, additional storage space should be provided. The storage facility must be reserved for exclusive use of the AFJROTC program and must be constructed so that access can be denied to unauthorized personnel.

## Chapter 6

### DONATION OF SURPLUS PERSONAL PROPERTY

**6.1. General.** As of 1 Dec 98, AFJROTC units are no longer eligible to obtain DoD surplus property under the Service Educational Activities (SEA) program from DRMO. Units should contact the school administration to determine how to receive DoD surplus property through the appropriate state agency. Units which have donated surplus property on hand that is no longer required will report items (by letter) to their state agency for surplus property for disposition. If the state agency does not require the property, the MPC will report the property to the nearest DRMO (by letter) for disposition. The school will dispose of property not required by the state agency or DRMO. Deposit proceeds realized from such disposition in a control fund administered by the school and use them only for the AFJROTC unit.

ROBERT C. LEWIS, JR., Lt Col, USAF  
Chief, Communications Branch

**SAMPLE MPC DESIGNATION /PROPERTY TRANSFER LETTER**  
**(Unit Letterhead or Plain Bond)**

(Date)

MEMORANDUM FOR AREA MANAGER

FROM: AFJROTC Unit XXX/MPC

SUBJECT: MPC Designation/Property Transfer Certificate

\_\_\_\_\_ is hereby appointed the Military Property Custodian (MPC) for \_\_\_\_\_ High School, AFJROTC \_\_\_\_\_. He/she is responsible for the safeguarding, inventory control and maintenance of all government supplies, donated supplies/equipment, and uniforms used by the JROTC program. The appointment remains in effect until a new MPC is appointed.

\_\_\_\_\_  
(Typed Name & Signature of Principal)

**PROPERTY TRANSFER CERTIFICATE**

MEMORANDUM FOR RECEIVING MPC

I certify that the balance shown on the property records maintained within this unit, (Indicate Unit Designation), as of (Date), Control No. (Used on Inventory Report), are correct to the best of my knowledge. The property has this date been delivered into the custody of (Type Name of Receiving MPC).

\_\_\_\_\_  
(Signature Block of Relinquishing MPC)

MEMORANDUM FOR RELINQUISHING MPC

I certify that I have this date received from (Type Name of Relinquishing MPC), my predecessor, all property pertaining to the above-designated unit, for which my predecessor was responsible, as shown on the property records, and assume responsibility for that property.

\_\_\_\_\_  
(Signature Block of Receiving MPC)

**NOTE: Provide the area manager and the relinquishing MPC one copy of the transfer letter. The receiving MPC will retain the other copy in the document file as prescribed in paragraph 4.9.3.**

## SAMPLE MALE/FEMALE UNIFORM ISSUE RECEIPT

MALE/FEMALE UNIFORM ISSUE				
UNIFORM ITEMS	SIZE	COST	QUANTITY ISSUED	INITIALS
Cap, Garrison (Male/Female)	6 3/4	7.30/5.20	1	
Coat, All Weather (Male/Female)	42/R.14	75.30/72.35	1/0	
Jacket w/Liner (Male/Female)	36S/10R	55.50/57.65	1	
Coat, Service, Blue (Male/Female)	42R/10R	75.30/72.35	1	
Necktie (Male/Neck Tab (Female)	Std	2.50/2.25	1	
Skirt, Blue (Female)	8R	27.05	1	
Trousers, Blue (Male)	34S	28.65	2	
Shirt, Blue, Long Sleeve (Male/Female)	15X32/10R	11.05/14.05	1	
Shirt, Blue, Short Sleeve (Male/Female)	14/10R	9.25/12.00	1	
Slacks (Female)	8R	27.40	1	
Belt (Male)	42	2.05	1	
Buckle (Male)	Std	2.50	1	
Socks, Ctn/Nylon, Black (Male)	9-10	1.40	1	
INSIGNIA				
Cap (Enlisted/Officer)		.75/1.00	1	
Lapel & Collar	PR	1.35	1	
Name Tag		1.00	1	
Shoulder, Sleeve		.65	1	
Grade, Enlisted		Current Cost	1	
Grade, Officer		Current Cost	1	

AF FORM 3126, MAY 83 (EF)

PREVIOUS EDITION WILL BE USED.

GENERAL PURPOSE (8 1/2 x 11")

I hereby acknowledge receipt and responsibility for all items in the "Issue" column above. I further acknowledge that upon affixing my signature hereon, I agree to exercise all reasonable caution and care to assure that these items of Air Force property are cared for and not damaged due to carelessness, neglect, or improper cleaning and/or laundering methods or processes. I further agree that I will return all items listed, cleaned, and pressed, to the "Issuing Agency" upon demand or any time I am no longer enrolled in the AFJROTC program.

---

 Cadet's Signature

**AUTHORIZED EQUIPMENT AND SUPPLIES**

STOCK NUMBER	TA	ITEM	QUANTITY
5820	629ZB	Camcorder, VHS	1 ea
5820	629ZB	TV, Color 25" or less screen	1 ea (per classroom)
5836-	629ZB	Recorder/Player, VHS, Video Cassette	1 ea
6730-	629ZB	Projector, Overhead, Transparency	1 ea
6730-	629ZB	Projector, 35mm	1 ea

Units with requirements for above listed items may buy with O&M funds received from DFAS.

8345-00-059-7995	706B	Sling, Flagstaff	2 ea
8345-00-214-9123	706B	Flagstaff, 9'6"	1 ea
8345-00-214-9125	706B	Flagstaff, 8'	1 per flt
8345-00-656-1444	706B	Flag, U.S.	1 ea
8345-00-762-7673	706B	Guidon, Flight, AFJROTC (Specify Ltr A, B, C, etc.)	1 per flt
8345-00-178-8495	706B	Case, Flag	2 ea

Request above items from HQ AFOATS/SDLJ by letter.

6605-00-064-6911	706B	Computer, Air Navigation, CPU-26A/D	30 ea
6605-00-064-1386	706B	Plotter, Air Navigation, PLU-1A/C	30 ea

Above items are issued by HQ AFROTC/DOJ to units teaching ground school. Units that do not teach ground school but have cadets enrolled in AE2 will request items by letter from HQ AFOATS/SDLJ.

8440-00-160-0770	016DD	Gloves, White	1 pr per color guard member
8465-00-543-7802	016DD	Belt, Web, White	1 ea per color guard member
8405-01-252-5461	016DD	Beret, White	1 ea per color guard/drill team mem
8335-00-131-6530	016DD	Bootlaces, White	1 pr per color guard/drill team mem
8415-01-177-0117	016DD	Helmet, Color Guard	1 ea per color guard member
8455-00-405-2294	016DD	Scarf, White	1 ea per color guard/drill team mem
8455-00-753-6248	016DD	Auguilette (ropes)	1 ea per color guard/drill team mem

Request above items from HQ AFOATS/SDLJ by letter. The maximum is 4 color guard members and 20 drill team members. Letter must state that color guard/drill teams have been established. One pair of boots is authorized per color guard/drill team member. A maximum of 24 pairs of boots are authorized each unit with established teams. Unit will order boots thru the ASCOT uniform system. When requesting gloves and berets, specify by sizes listed below.

Gloves: Small, medium or large

Berets: 6 3/8, 6 1/2, 6 5/8, 6 7/8, 7, 7 1/8, 7 1/4, or 7 3/8



## AFJROTC CADET UNIFORM ALLOWANCES

## MALE

Basis of NSN	Article	U/I	Issue
8440-00-290-0567	Belt, Ctn, Web, Blue	ea	1
8315-00-598-6278	Buckle, Nickel, Silver	ea	1
8405-01-232-5343	Cap, Garrison, Wool, Blue	ea	1
8405-01-086-3840	Coat, Poly/Wool, Trop Blue	ea	1
8440-01-156-0373	Necktie, Polyester, Blue	ea	1
8405-01-041-9763	Coat, All Weather, Male	ea	1**
8405-01-154-5165	Shirt, Ctn/Poly, Blue, 1550, S/S	ea	1*
8405-01-212-7428	Shirt, Ctn/Poly, Blue, 1550, L/S	ea	1
8430-00-559-4228	Shoes, Dress, Black	pr	1
8440-00-543-7773	Socks, Ctn/Nylon Black	pr	1
8405-01-086-4548	Trousers, Wool, Trop Blue	pr	2
8405-01-298-6881	Jacket, Ctn/Poly, Lt. Weight, Blue w/Liner	ea	1**
8430-01-198-1354	Boot, Combat	pr	1***

## FEMALE

8410-01-213-4783	Cap, Garrison, Wool, Blue	ea	1
8410-01-168-2210	Coat, All Weather	ea	1**
8410-01-070-2177	Coat, Wool, Trop Blue	ea	1
8410-01-070-2266	Slacks, Female	pr	1
8445-01-242-1009	Neck Tab	ea	2
8410-01-242-6729	Shirt, Long Sleeve	ea	1
8410-01-243-1152	Shirt, Short Sleeve	ea	1*
8435-01-075-8037	Shoes, Dress, Oxford, Black	pr	1
8410-01-154-1749	Skirt, Blue	ea	1
8410-02-299-953C	Jacket, Ctn/Poly, Lt. Weight, Blue w/Liner	ea	1**
8430-01-198-1354	Boot, Combat	pr	1***

\* Units may issue two short sleeve shirts in lieu of one short sleeve and one long sleeve shirt.

\*\* Units requiring both the all weather coats and jackets w/liner must have approval from HQ AFROTC/DOJ.

\*\*\* Units are authorized a maximum of 24 pair of combat boots for color guard and drill team members. Issue members the boots one time; they must use them for the duration of their membership. When a member that was issued a pair of boots departs the team, issue a pair to their replacement.

**NOTE: Uniform allowances listed have been approved in quantities indicated, and are in AS 016, part D, section D.**

**SAMPLE DD FORM 1348-1A  
ISSUE RELEASE/RECEIPT DOCUMENT**

**00088**

1. TOTAL PRICE		2. SHIP FROM DDSP, SUSQUEHANNA WEST, PA 17070		3. SHIP TO FY0992	
UNIT PRICE		DOLLARS		CTS	
0002705		0000054		10	
DOLLARS		CTS		4. MARK FOR	
98293		SW3100			
5. DOC DATE		6. NMFC		7. FRT RATE	
98293				8. TYPE CARGO	
10. QTY. REC'D		11. UP		12. UNIT WEIGHT	
00000		00000000		80	
13. UNIT CUBE		14. UFC		15. SL	
0000.077				0	
16. FREIGHT CLASSIFICATION NOMENCLATURE					
17. ITEM NOMENCLATURE					
SKIRT, WOMA					
18. TY CONT		19. NO CONT		20. TOTAL WEIGHT	
				21. TOTAL CUBE	
22. RECEIVED BY				23. DATE RECEIVED	

  

24. DOCUMENT NUMBER & SUFF X (30-44)		25. NATIONAL STOCK NO & ADD (8-22)		26. RIC (4-5) UI (23-24) QTY (25-29) CON CODE (71) DISTR (55-56) UP (74-80)	
A5ASATS EA00002		9AXP001		08307 S9TAA	
FY0992. 8292C023		8410014417678		SAT EA 00002 A 01 0002705	

  

PROJ: \_\_\_\_\_ --REC OCN: \_\_\_\_\_ --JON: \_\_\_\_\_  
 \_\_\_\_\_ --SPI: \_\_\_\_\_  
 \_\_\_\_\_ --DMIL: A- \_\_\_\_\_ --HCC: \_\_\_\_\_ --CIIC: U  
 SHPR: \_\_\_\_\_ EPA: \_\_\_\_\_  
 DRMO: \_\_\_\_\_ EPA: \_\_\_\_\_ --STOCK FUND --BIN: Z99  
 B209 B027 --PCN: NJ7K1

This is a sample of the DD Form 1348-1A, which will be with the items received from Depot. Use this to post accountable items to the AF Form 2009-1 records. The sample shows 2 skirts were received on order number FY09928292C023. When posting these skirts to the AF Form 2009-1, use the date "8292" as your document number. At times, a materiel release document will be with items received in lieu of the DD Form 1348-1A. Use the materiel release document the same as the AF Form 1348-1A. All documents are kept in document number sequence by FY.

**AFJROTC RIBBONS AND ACCESSORIES**

<b>NSN</b>	<b>NOMENCLATURE</b>
8455-01-010-5641	AFJROTC Outstanding Cadet/Good Conduct
8455-01-010-5640	AFJROTC Orienteering Competition
8455-01-153-2785	AFJROTC Achievement/Drill Competition
8455-01-010-5637	AFJROTC Superior Performance/Dress & Appearance
8455-01-010-5638	AFJROTC Commander Unit Award
8455-01-010-5639	AFJROTC Vice Commander Unit Award
8455-01-010-5636	AFJROTC Outstanding Flight
8455-01-010-5635	AFJROTC Academic/Attendance
8455-01-010-5642	AFJROTC Leadership School Ribbon
8455-01-010-5634	AFJROTC Activities
8455-01-010-5633	AFJROTC Service Ribbon
8455-01-010-5632	AFJROTC Longevity
8455-01-153-2786	AFJROTC Recruiting/Leadership
8455-01-010-1993	AFJROTC Drill Team Bar
8455-01-010-1992	AFJROTC Color Guard Bar
8455-01-287-1095	AFJROTC Physical Fitness

Request items listed above thru the ASCOT system.

Bronze Oak Leaf Cluster, Silver Oak Leaf Cluster, Ribbon Bar (Single, Double, Triple, Quadruple), Clutch Fasteners, Silver Star, Bronze Star, Plastic Blue Name Tag (includes engraving), AMA Wings, Button Clasps, and Buttons must be procured with funds furnished to each unit by DFAS (see AFOATSI 65-103, para 17.2.2).

Request these items from HQ AFOATS/SDL by email: Model Rocketry Badge, Flight Solo Badge, Flight Certificate Badge, Ground School Badge (see para 4.3.3 for additional requirements on badges).

These items must be requested with unit funds and no reimbursement authorized:

Insignia, Service Cap, Enlisted. Order from MCSS under Purchase Order No. 24415 (stock number 8455-00-270-0380).  
Insignia, Service Cap, Officer. Order from N.S. Meyer, Inc., 42 East 20th St., New York, NY 10003, Phone (212) 533-1000.

## SAMPLE MALE SHOE ISSUE DOCUMENT

[illegible]

**SAMPLE AF FORM 2009-1, MANUAL SUPPLY ACCOUNTING RECORD,  
FOR UNIFORM ITEMS**

(1) STOCK NO 8405-01-375-5649		(2) FA UNIT OF ISSUE	(3) ERRRC Blank	(4) FUND CODE Blank	(5) UNIT PRICE \$88.15	(6) ROUTING IDENTIFIER Blank	(7) Local Use LOCATION		
(8) NOMENCLATURE 8405-01-375-5649			(9) AUTHORIZED QUANTITY	(10) REORDER POINT	(11) Qty Issued on Hand Receipts			(12) Qty in Stock	
DATE	DOCUMENT NO	FROM/TO	QTY	BALANCES					
				SERV	UNSERV	DIFM	DUE-IN	DUE-OUT	
1 Oct XX	8274	RQN DEPOT	100				100		(13)
2 Nov XX	8274	REC/DEPOT P	50	50			50		(14)
9 Nov XX	8274	REC/DEPOT P	50	100			0		(15)
1 Jun XX	91520001	INV	95	90	5				(16)
2 Jun XX	91530002	IAY	5	90	5				(17)
5 Jun XX	91560003	TIN/DRMO	5	90	0				(18)
6 Jun XX	91570004	SHP/AL-11	15	75					(19)
9 Jun XX	91600005	INV/TRF	75	75					(20)
10 Jun XX	91610006	CCV/AFO	1	74					(21)

**AF FORM 2009-1** **MANUAL SUPPLY ACCOUNTING RECORD** Card No. \_\_\_\_\_

**EXPLANATION OF ENTRIES FOR AF FORM 2009-1**

- (1) National Stock Number (Ink). Note: Use stock number of smallest size.
- (2) Unit of Issue (Pencil).
- (3) And (4) Blank.
- (5) Unit Price (Pencil).
- (6) Blank.
- (7) Local Use (Pencil).
- (8) Nomenclature (Ink).
- (9) Authorized Quantity, including 30 percent overage for sizing (Pencil).
- (10) Blank.
- (11) Quantity Issued on Hand Receipt (Pencil) (Optional).
- (12) Quantity in Stock (Pencil) (Optional).
- (13) Depot Requisition for 100 coats. Julian Date of RQN used in lieu of Control Number.
- (14) Partial Receipt of 50 coats. Use Julian date of order in Control Number block.
- (15) Partial Receipt of order made 8274 date. This completes order made 8274.
- (16) Inventory Posted. 95 coats counted, 90 serviceable, 5 unserviceable. Note: 5 coats short.
- (17) Inventory Adjustment (AF Form 85) made and 5 coats dropped from records. (Note: AF Form 85 must be approved by Area Manager).
- (18) The 5 unserviceable turned into DRMO or Supply.
- (19) 15 coats shipped to another unit.
- (20) An inventory was performed and account transferred to a new custodian.
- (21) A cash collection voucher (DD Form 1131) was posted to reflect loss of coat by cadet.

**SAMPLE AF FORM 2009-1, MANUAL SUPPLY ACCOUNTING RECORD,  
FOR SHOES**

[illegible]

## EXPLANATION OF ENTRIES FOR AF FORM 2009-1

- (1) National Stock Number (Ink).
- (2) Unit of Issue (Pencil).
- (3) Blank.
- (4) Blank.
- (5) Unit Price (Pencil).
- (6) Blank.
- (7) Local Use (Pencil).
- (8) Nomenclature (Ink).
- (9) Authorized Quantity, including 30 percent overage for sizing (Pencil).
- (10) Blank.
- (11) Quantity Issued on Hand Receipts (Pencil) (Optional).
- (12) Quantity in Stock (Pencil) (Optional).
- (13) Depot Requisition for 110 pairs of shoes. Use Date of Order in lieu of document number.
- (14) 110 pair of shoes received from Depot. Use Date of Order in Document Number block.
- (15) 100 pair of shoes issued to cadets. Document Number assigned to shoe issue document from the control register.

[illegible]

*(PerFORM PRO)*

PREVIOUS EDITIONS OF THIS FORM MAY BE USED.  
REPLACES AF FORM 237, 1 MAR 51, WHICH MAY BE USED

- (1) Organization and Unit Number.
- (2) Register for FY98. Maintained by FY (1 Oct - 30 Sep).
- (3) Date uniforms were ordered from Depot under the ASCOT system. Note: This is the only time a Julian date is used in lieu of a control number. Julian date filed is the date action was completed on this order.
- (4) The control number is an 8-digit number consisting of the date (year followed by julian date) in the 4 positions and a 4-digit control number in the last 4 positions beginning with 001 and running consecutively for the fiscal year.  
Example: Document number 91520001 is on 1 Jun 98 and the first number assigned for FY98. This document is for the annual inventory form (AFROTC 656d). Form is forwarded to HQ AFOATS/SDL and a copy to the Area Manager.
- (5) An inventory adjustment voucher (DD Form 85) was initiated to adjust the record balance to the physical inventory count. The date filed date was 9158 (6 Jun 98) after the Area Manager approved the DD Form 85.
- (6) This document is a turn-in (TIN) for unserviceable items to the DRMO.
- (7) This document reflects a shipment of coats to another unit (AL-11).
- (8) An inventory and transfer certificate was recorded to transfer the uniform account to a new custodian.
- (9) This control number is assigned to a Cash Collection Voucher to record a voluntary payment by a cadet for lost uniform items.
- (10) This document reflects shoes issued to female cadets.

## SAMPLE DD FORM 1149, REQUISITION AND INVOICE/SHIPPING DOCUMENT

SHIPPING CONTAINER TALLY									
REQUISITION AND INVOICE / SHIPPING DOCUMENT									
Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0148), Washington, DC 20503.									
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO EITHER OF THESE ADDRESSES RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2									
1. FROM: (Include ZIP Code)		2. TO: (Include ZIP Code)		3. AUTHORITY OR PURPOSE		4. REQUISITION NUMBER		5. PRIORITY	
AL-31, AFJROTC Unit, Butler High School, Huntsville AL 35801-0000		AFJROTC AL-11, Robert E. Lee High School 225 Ann Street, Montgomery AL 36107-2505		10. SIGNATURE		11. VOUCHER NUMBER & DATE (YYMMDD)		12. DATE SHIPPED (YYMMDD)	
3. SHIP TO - MARK FOR		MILITARY PROPERTY CUSTODIAN		13. DATE SHIPPED (YYMMDD) 58/05/06		14. BILL OF LADING NUMBER		15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.	
4. APPROPRIATIONS SYMBOL AND SUBHEAD		OBJECT CLASS		EXPENDITURE ACCOUNT		CHARGEABLE ACTIVITY		BUREAU CONTROL NO.	
FEDERAL STOCK NUMBER, DESCRIPTION AND COMING OF MATERIAL AND OR SERVICES		UNIT OF MEASURE		QUANTITY		SUPPLY ACTION		UNIT PRICE	
1 8405-01-375-5649 Coat, Male, Blue, Shade 1620 /////LAST ITEM/////		EA		15				\$88.15	
SIGNATURE OF RECEIVING MPC									
(MPC SIGNS AND RETURNS ONE COPY TO SENDER)									
**The receiving unit is required to assign a control number to block 20.									
16. TRANSPORTATION VIA MATS OR MATS CHARGEABLE TO		17. SPECIAL HANDLING		18. ISSUED BY		19. CONTAINER RECEIVED EXCEPT AS NOTED		20. RECIEVER'S VOUCHER NO.	
18. ISSUED BY		19. CONTAINER RECEIVED EXCEPT AS NOTED		20. RECIEVER'S VOUCHER NO.		21. DATE (YYMMDD)		22. BY	
21. DATE (YYMMDD)		22. BY		23. DATE (YYMMDD)		24. BY		25. DATE (YYMMDD)	
25. DATE (YYMMDD)		26. BY		27. DATE (YYMMDD)		28. BY		29. DATE (YYMMDD)	
29. DATE (YYMMDD)		30. BY		31. DATE (YYMMDD)		32. BY		33. DATE (YYMMDD)	
33. DATE (YYMMDD)		34. BY		35. DATE (YYMMDD)		36. BY		37. DATE (YYMMDD)	
37. DATE (YYMMDD)		38. BY		39. DATE (YYMMDD)		40. BY		41. DATE (YYMMDD)	
41. DATE (YYMMDD)		42. BY		43. DATE (YYMMDD)		44. BY		45. DATE (YYMMDD)	
45. DATE (YYMMDD)		46. BY		47. DATE (YYMMDD)		48. BY		49. DATE (YYMMDD)	
49. DATE (YYMMDD)		50. BY		51. DATE (YYMMDD)		52. BY		53. DATE (YYMMDD)	
53. DATE (YYMMDD)		54. BY		55. DATE (YYMMDD)		56. BY		57. DATE (YYMMDD)	
57. DATE (YYMMDD)		58. BY		59. DATE (YYMMDD)		60. BY		61. DATE (YYMMDD)	
61. DATE (YYMMDD)		62. BY		63. DATE (YYMMDD)		64. BY		65. DATE (YYMMDD)	
65. DATE (YYMMDD)		66. BY		67. DATE (YYMMDD)		68. BY		69. DATE (YYMMDD)	
69. DATE (YYMMDD)		70. BY		71. DATE (YYMMDD)		72. BY		73. DATE (YYMMDD)	
73. DATE (YYMMDD)		74. BY		75. DATE (YYMMDD)		76. BY		77. DATE (YYMMDD)	
77. DATE (YYMMDD)		78. BY		79. DATE (YYMMDD)		80. BY		81. DATE (YYMMDD)	
81. DATE (YYMMDD)		82. BY		83. DATE (YYMMDD)		84. BY		85. DATE (YYMMDD)	
85. DATE (YYMMDD)		86. BY		87. DATE (YYMMDD)		88. BY		89. DATE (YYMMDD)	
89. DATE (YYMMDD)		90. BY		91. DATE (YYMMDD)		92. BY		93. DATE (YYMMDD)	
93. DATE (YYMMDD)		94. BY		95. DATE (YYMMDD)		96. BY		97. DATE (YYMMDD)	
97. DATE (YYMMDD)		98. BY		99. DATE (YYMMDD)		100. BY		101. DATE (YYMMDD)	
101. DATE (YYMMDD)		102. BY		103. DATE (YYMMDD)		104. BY		105. DATE (YYMMDD)	
105. DATE (YYMMDD)		106. BY		107. DATE (YYMMDD)		108. BY		109. DATE (YYMMDD)	
109. DATE (YYMMDD)		110. BY		111. DATE (YYMMDD)		112. BY		113. DATE (YYMMDD)	
113. DATE (YYMMDD)		114. BY		115. DATE (YYMMDD)		116. BY		117. DATE (YYMMDD)	
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## SAMPLE AF FORM 85, INVENTORY ADJUSTMENT VOUCHER

[illegible]

## SAMPLE DD FORM 1131, CASH COLLECTION VOUCHER

<b>CASH COLLECTION VOUCHER</b>		DISBURSING OFFICE COLLECTION VOUCHER NUMBER		
		LEAVE BLANK		
		RECEIVING OFFICE COLLECTION VOUCHER NUMBER		
		(Control Number from AF Form 115) 91610006		
RECEIVING OFFICE	ACTIVITY (Name and location)			
	Dept of the Air Force - AFJROTC AL-32 Central High School, Huntsville AL 35805-3471			
	RECEIVED AND FORWARDED BY (Printed name, title and signature)			DATE
	This block for MPC (Self-explanatory)			Date Prepared
DISBURSING OFFICE	ACTIVITY (Name and location)			
	Accounting and Finance Officer - (Name of Support Base)			
	DISBURSING OFFICER (Printed name, title and signature)		DISBURSING STATION SYMBOL NUMBER	DATE
	Name of Support Base Finance Officer		LEAVE BLANK	LEAVE BLANK
<b>PERIOD:</b> From To				
DATE RECEIVED	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION
LEAVE BLANK	John J. Doe AFROTC Cadet	8505-01-375-8974 Cap, Garrison (1 Each)	\$7.30	573019 667100
	Henry Jones AFROTC Cadet	8405-01-375-5649 Coat, male, Shade 1620 (1 Each)	\$88.15	
<p>Cash Collection Voucher is in lieu of a Report of Survey</p> <p>(Prepare in original and four copies. Submit original and three copies to the support base finance office.)</p> <p>(Note: Unit costs listed above are for example only. Use current cost)</p>				
<b>TOTAL</b>			\$94.45	